

CONFIDENTIAL



(“TAB” OR “CONTRACTOR”)

ASSESSMENT AND PLANNING PROPOSAL - ELECTION SERVICES



A solution for:	City of Winnipeg, City Clerk’s Office – Election Services
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STATEMENT OF CONFIDENTIALITY, LIABILITY AND VALIDITY

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EXECUTIVE SUMMARY

The City of Winnipeg, City Clerk's Department, Election Services has engaged TAB to provide an assessment for the planning of their storage requirements as result of their relocation into the new Corporate Records Centre. Election Services has identified the need to store 150 Pallets (which have Elections has identified as being 4' x 3' in size) as well as incorporate their existing 48 Static Shelving units which are 42" W x 30" D x 84" H.

The project scope includes:

Shelving Assessment and Recommendations

- TAB to perform an assessment of the allotted footprint.
- Budgetary Pricing for the Project.
- Recommend equipment required to be meet client goals. This is to include but not limited to:
 - What they have vs what they need.
 - How current shelving can be repurposed – i.e. as is in current state.
 - New shelving purchasing recommendations.
 - Shelving configuration recommendations on heights, widths and depth of shelving best suited to maximize storage capacity within the footprint.
- Recommendations for equipment required for accessing and transporting materials to and from the shelving.

Configuration of New Space

- TAB is to provide a plan for the configuration of the new space for each of the identified shelving type.

SITUATION OVERVIEW

The City of Winnipeg has been storing their materials across multiple floors at 311 Ross Avenue. With the decommissioning of this building, along with Archives and Records Control, Election Services has now relocated to the new Corporate Records Centre at 1450 Mountain Avenue. As part of the floor plan layout at 1450 Mountain a section of the space was identified for Elections which is currently set up with 12 bays of static shelving and an area designated for the storage of the Voting Machines.

What had not been accounted for in this planning at this location was the requirement to store up to 150 Pallets of various election materials.

TAB performed a site visit to meet with all parties to address the needs of Election Services as well as to confirm the space in which shelving to accommodate their requirements. Upon review and confirmation of measurements to floor plan drawings and examination of the requested storage by Election Services, TAB has determined the space allotted is not capable of meeting all the requirements and has prepared recommendations for review and consideration.

PROPOSED SOLUTION

Based on the following City of Winnipeg goals:

1. 150 Pallet Positions
2. Repurpose as much of the existing static shelving as possible.
3. Maintain access aisles for forklift access.

To efficiently manage the footprint, we have elected to propose the installation of all Pallet Racking and or Shelving in our solutions to be along the perimeter of the room.

Pallet Racking

- The Pallet Racking can only be installed at a single depth as the minimum turning radius required for forklift operation is 12 which can be accommodated by the footprint. The installation of single depth will also allow for Elections Services to utilize standard counter balanced forklifts to access the pallets.
- **Note: Ensure you review your Pallet Racking plans with your Forklift vendor to ensure it meets all operational and safety requirements.**
- The Pallet racking will be 42" D and shelving will be installed minimum 3" off the wall. This will allow an overhang on either side of the racking for safety as the forklift operator can see the pallets fall into place.
- The Pallet racking will be anchored into the concrete floor utilizing 3" anchors.
- Placement of units back to back or double depth would require a minimum of 20' turn radius which the footprint cannot accommodate and would require investment into a forklift with extended forks.

Static Shelving Units

- The most efficient placement of this shelving is 2 units side by side directly under each pallet unit as they will not interfere with the clearance required for the forklift operations.

TAB has designed new shelving floor plan configuration to meet the above goals as closely as possible given the space restraints which is included in Appendix A.

RECOMMENDATIONS

Pallet Racking – 14 units and 28 Static Shelving Units

Pallet Racking

- 14 Units – 10' 0 1/4" W x 42" D x 22' H
- 3 levels of storage
- 3 pallets per level = 9 per unit
- First level will be at 8' 1 3/16" to allow for placement of static shelving under each section
- Total of 126 Pallets

Static Shelving

- 42" W x 30" D x 84" H
- 2 Units side by side to be placed under each Pallet Rack Unit
- Total of 28 Units

APPENDICES

Appendix A – Drawing Configuration Option 1